

Resume Types

Sample chronological and functional resumes.

Chronological Resume

Highlights your career accomplishments, starting with your most recent position, and lists each previous job in reverse order. It is an easy-to-read and easy-to-comprehend way to format your resume. Example:

First and Last Name
 Address Line 1
 City, State Zip Code
 Phone Number Email Address

OBJECTIVE: Include objective here

WORK EXPERIENCE:

Job Title Dates, Employer, City, State

· List your responsibilities, accomplishments, and skills

Job Title Dates, Employer, City, State

· List your responsibilities, accomplishments, and skills

Job Title Dates, Employer, City, State

· List your responsibilities, accomplishments, and skills

EDUCATION:

LICENSES AND CERTIFICATIONS:

AWARDS:

PROFESSIONAL MEMBERSHIPS:

Functional Resume

Often recommended for those seeking to change careers and emphasize the actual skills rather than the positions held. By matching your skills and abilities to those that the position requires, your resume does a lot of the work for the employer. Example:

FIRST AND LAST NAME
 Address Line 1
 City, State Zip Code
 Phone Number Email Address

OBJECTIVE: Include objective here

SUMMARY OF QUALIFICATIONS

Qualification— Short summary of skills, accomplishments, or responsibilities for this specific qualification.

Qualification— Short summary of skills, accomplishments, or responsibilities for this specific qualification.

Qualification— Short summary of skills, accomplishments, or responsibilities for this specific qualification.

SUMMARY OF EXPERIENCE

Job Title (can include employer and/or dates)

- Main responsibilities or accomplishments

Job Title (can include employer and/or dates)

- Main responsibilities or accomplishments

EDUCATION:LICENSES AND CERTIFICATIONS:AWARDS OR PROFESSIONAL MEMBERSHIPS: